

Manager: Reopen an Employee Step

The following steps guide you through the process to reopen an employee's Wrap Up step. This step can only be reopened until the step's due date. Keep in mind that deadlines during the Wrap Up phase are very tight.

To reopen an employee's Kickoff step or a Wrap Up step with an expired deadline, contact the Employee Service Center for assistance.

STEP 1. Sign into your **MyPath** account at **www.mass.csod.com** (Login is your employee ID).

STEP 2. Expand the navigation menu in the top right-hand corner and select Performance, then Performance Reviews.

STEP 3. If necessary, check the **Show completed and expired tasks** box, then click the link for the employee's Wrap Up step.

STEP 4. From the overview screen that opens, click **Reopen Step** in the bottom right corner. Click the radio button next to the step you wish to reopen, leave a comment if desired and click **Save**.

The step will be returned to the employee to edit their Performance Reflection step until the step deadline. This step automatically advances to the manager upon the employee step deadline.